

SANDY CITY
APPROVED CLASS SPECIFICATIONS

- I. Position Title: Deputy Director - Finance & Information Services Revision Date: 3/2005
EEO Code: Off/Administrator
FLSA Status: Exempt (Executive)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Administrative Services Director, plans, organizes, coordinates, directs and manages the City's budget process, purchasing process and information services.

III. Essential Duties:

- Coordinates the City's Budget Process
- Serves on the Mayor's budget committee.
- Maintains and oversees the budget system and database.
- Develops and distributes needed reports from the budget system.
- Performs budget analysis and advises the budget committee on budget policy and issues.
- Forecasts revenue.
- Prepares the administrative cost allocation plan.
- Posts the final budget and subsequent revisions to the general ledger.
- Coordinates revisions to the budget throughout the year.
- Coordinates with the accounting division to assure that departments have accurate and timely management reports.
- Advises and trains department managers on budget issues.
- Hires, trains, motivates, evaluates, disciplines and directs the City's Purchasing Agent, Information Services Director and employees as needed.
- Advises IS Director & Purchasing Agent regarding the establishment of goals and future plans.
- Prepares and administers the Information Services Fund budget.
- Coordinates the IS System Steering Committee.
- Maintains and oversees the purchasing system and database.
- Works with the Purchasing Agent to make sure that purchases comply with City Ordinance.

IV. Marginal Duties:

- Acts as a liaison between the Administrative Services Department and other City departments.
- Performs other duties, as assigned

V. Qualifications:

Education: Bachelor's degree in public administration, business administration, accounting and/or related field required. MPA/MBA/MAcc and/or CPA desired.

Experience: Five years related work experience, including at least three years municipal administration and supervisory experience. May substitute up to two (2) years additional education for two (2) years experience, except required supervisory experience.

Knowledge of: Principles of management, supervision, auditing, planning, budgeting, general and governmental accounting, governmental finance principles and practices; purchasing principals and practices; research and analysis; Utah state fiscal procedures act; computer capabilities and applications, including spreadsheets, databases and word processing; correct use of the English language, spelling and vocabulary; mathematics.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc; great responsibility for making decisions affecting the activities of other people - what they do, when to do it, where and how; responsibility for the care of important City records dealing with confidential matters; responsible for the direct supervision of the Information Services Director and the Purchasing Agent Indirectly responsible for staff in the Information Services division.

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; outside contact with public presenting and obtaining data that may influence important decisions; problem solving issues and programs; frequent contacts with the Mayor, city management staff and elected bodies on matters requiring explanation and discussion; must have excellent written and verbal communication skills.

Tool, Machine, Equipment Operation: Regular use of a personal computer (spreadsheet, database and word processing) and telephone, frequent use of a 10-key machine, printer, copier, and fax machine.

Analytical Ability: Organize, establish and delegate meaningful goals and assignments; communicate effectively verbally and in writing; balance multiple conflicting priorities and make decisions that are subject to criticism and interpersonal conflict; initiate and implement policy and procedures affecting fiscal management, security and City operations; apply complex concepts to the solution of problems.

VI. Working Conditions:

Generally comfortable working conditions, confined to an office setting; moderate mental pressure and exposure to stress and fatigue. Frequent exposure to deadlines. On-going contact with employees and the general public. Regular attendance and occasional overtime is necessary. Some weekend and evening work is required. Constant seeing and hearing is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create and employment, compensation, or contract rights to any person or persons. This updated job description supercedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.